

Maintenance Department

Process work orders to fix playground equipment. This includes the following:

1. Inspect the equipment to determine exactly what is broken. If repair requires minor adjustments or simple hardware (s-hooks/chain), than fix as such.
2. If repair requires replacement of whole system play component (i.e. slide, transition climber), than inform school which part needs to be replaced and instruct school to purchase the replacement part, with the knowledge that the Maintenance Department will install the part once received by the school.
3. Take the portion of the play-system out of use (or the entire composite play set if necessary) as necessary to temporarily make the site condition safe until such time as the play set is restored to normal condition. Assist the school in determining if the repair is a warranty item, as some manufactures issue 15-year warranty on structural components. Contact the Office of Env Health & Safety for assistance in installing barriers and signs restricting access to portions of play systems, if necessary.
4. Provide the school based administration with options (where applicable) to economically solve the problem (i.e. offer a less expensive barrier/railing to be purchase & installed instead of purchasing the more expensive replacement part – like a bridge or double slide).
5. Install the school's newly purchase/received part from playground manufacturer. Contact the Env Health & Safety Office for quality control inspection.
6. Budget and provide replacement playground mulch and sand (head injury fall protection material), based on usage degradation and original installation/standard material depth. Care (weather seal) and repair (patch) of school chosen/purchased pour-in-place and rubber tile surfaces are not the responsibility of the Maintenance Department.

Schools Principals (& their site-based staff: Teachers and Custodians)

1. Daily inspect playgrounds for hazard conditions. Maintain impact attenuating materials (mulch & sand) in level (evenly distributed) condition as necessary to maintain predetermined fall heights and fall impact surfaces for the safety sake. Follow manufacture's recommendations for use and care as necessary to satisfy warranty and extend the life of the play systems/equipment (seasonal pressure wash, paint, seal, replace weathered usage stickers, etc.).
2. Record weekly playground equipment inspection logs.
3. Restrict access to any playground or play system which is found to be damaged and/or otherwise may cause injuries.
4. Process work order request to the Maintenance Department for repair effort support.
5. Purchase replacement parts and/or components.
6. Act as liaison between the Office of Exceptional Education (ESE) and Maintenance for repair needs associated with play systems funded by the Office of (ESE).

Env Health Safety & Code Compliance Office

1. Inspect each playground annual and report any/all safety concerns (both operationally and repair/maintenance). Assist school personnel temporarily restrict access to play systems through the use of physical barriers and/or signage when and where necessary for safety sake.
2. Inspect periodic maintenance repair efforts.
3. Assist Maintenance Shops and school with warranty repair request where applicable.
4. Issue permits and inspect new system installations.